



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #33/05
August 22, 2005

TO: Personnel Commission Members
Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives
Designee for Rules Distribution
Employee Representatives
Media Representatives

FROM: Jeanne Greene, Director
Department of Personnel

SUBJECT: PRELIMINARY PERSONNEL COMMISSION AGENDA

The items listed below are tentatively scheduled for the Personnel Commission meeting on September 23, 2005, beginning at 9:00 a.m. This meeting will be held at the Legislative Building, Room 4100, 401 South Carson Street, Carson City, and via video conference at the Grant Sawyer Building, Room 4412, 555 East Washington Avenue, Las Vegas.

NOTE: Agenda items may be heard in a different order than listed, at the discretion of the Chair.

- I. Call To Order - 9:00 A.M.
- II. *Adoption of Agenda
- III. *Minutes of Previous Meeting
- IV. *Pre-Employment Testing for Controlled Substances
Nurse I and Correctional Nurse I
Department of Health and Human Services

V. *Proposed Regulation Changes to Nevada Administrative Code, Chapter 284

A. Temporary Regulations Previously Approved by the Commission
Proposed for Permanent Adoption

Sec. 1	NEW	"Lack of promotional candidates" defined
Sec. 2	NAC 284.063	"Entry level" defined
Sec. 3	NAC 284.069	"Journey level" defined
Sec. 4	NAC 284.182	Adjustment and retention of pay progression date; restoration of date of appointment and pay progression date
Sec. 5	NAC 284.210	Differential rate of pay for qualifying shift
Sec. 6	NAC 284.490	Reimbursement or prepayment for training or education
Sec. 7	NAC 284.5405	Annual Leave: Credit upon reinstatement, rehiring, reemployment or transfer
Sec. 8	NAC 284.598	Breaks in continuous service
Sec. 9	NAC 284.678	Statement of grievance: Contents; time to file
Sec. 10	NAC 284.682	Appeal of grievance to higher level
Sec. 11	NAC 284.696	Unlawful discrimination
Sec. 12	NAC 284.718	Confidential records

B. New and Revised Regulations Proposed for Permanent Adoption

Sec. 1	NEW	"Trainee level" defined
Sec. 2	NEW	Extension of time to file a grievance
Sec. 3	NAC 284.295	Determining type of recruitment
Sec. 4	NAC 284.360	Reemployment lists; certification of waiver of lists
Sec. 5	NAC 284.367	Promotional lists: Use; order of names
Sec. 6	NAC 284.658	"Grievance" defined
Sec. 7	NAC 284.686	Presentation of grievance to head of division
Sec. 8	NAC 284.690	Filing of grievance with administrator
Sec. 9	NAC 284.726	Access to confidential records

VI. *Approval of Proposed Class Specifications

- A. Agriculturist series
- B. Park Supervisor (Commissioned) series
- C. Park Supervisor (Non-Commissioned) series
- D. Supervisor, Associate Engineer series
- E. Staff, Associate Engineer series
- F. Craft Worker-in-Training series
- G. Environmental Health Specialist series

VII. *Approval of Occupational Group Study Revised Class Specifications

- A. Fiscal Management & Staff Services occupational group
 - 1. Subgroup: Actuarial/Research/Grants Analysis
 - a. Statistician series
 - 2. Subgroup: Public Information
 - a. Geologic Information Specialist
 - b. Exhibit Preparator series
 - c. Technical Production Editor
 - 3. Subgroup: Electronic Data Processing
 - a. Information Security Officer series

VIII. *Individual Classification Appeals

- A. Sherry Sabins, Personnel Analyst II
Health Care Financing & Policy Division, Department of Health and Human Services
- B. Bill Premo, Facility Supervisor III
University of Nevada, Reno, Grounds Department

IX. Special Reports

X. Comments by the General Public

XI. Select Date for Next Meeting

XII. *Adjournment

MEMO PERD #33/05

August 22, 2005

Page 4 of 4

*Indicates agenda items scheduled to be voted on by the Personnel Commission.

If anyone has questions or wishes to discuss, in further detail, the items scheduled for this Commission meeting, please contact Shelley Blotter at (775) 684-0119.

We are pleased to make reasonable accommodations for individuals with disabilities who wish to attend this meeting. If special arrangements are necessary, please notify the Department of Personnel in writing at 209 East Musser Street, Room 101, Carson City, Nevada 89701-4204, or call Debra Berry at (775) 684-0110 no less than five working days prior to the meeting.

JG:sq